

SBE-2C: SBE/VSBE Commitment Plan For Construction Contracts

Form Instructions:

Prime consultants are required to submit an SBE/VSBE Commitment Plan for Construction Contracts. A completed Commitment Plan shall demonstrate the prime consultant's ability and intent to meet the combined SBE/VSBE participation goal by identifying all proposed SBE/VSBE subcontractors, contact information, a description of services that matches their certification(s), and their proposed level of participation at a minimum.

All sections of the form must be completed legibly in black or dark blue ink, or using the fillable PDF form. A Commitment Plan may be deemed incomplete if required fields with an asterisk* are not completed.

Submission of this form declares that all information provided is true and correct and acknowledges that the prime consultant has read and agrees to all declarations outlined in Section 4 of this form.

Section 1 – Project Information

Enter the bid information as it appears in the PlanetBids solicitation.

PROJECT NAME: *	SPEC NUMBER: *	BID DEADLINE:
BID AMOUNT: \$	COMBINED SBE/VSBE GOAL:	

Section 2 – Prime Consultant Information

Enter the prime consultant information associated with the PlanetBids vendor account.

PRIME CONSULTANT NAME: *		VENDOR ACCOUNT NUMBER:
CONTACT NAME:	EMAIL ADDRESS: *	PHONE NUMBER:

Are you a prime SBE/VSBE*? ☐ SBE ☐ VSBE ☐ None

***Note: The Port of Long Beach (POLB) does not issue VSBE certifications; VSBE status is a sub classification of the SBE certification and is visible in the SBE account profile.**

SMALL BUSINESS ENTERPRISE PROGRAM

Section 3 – Subcontractor Information

List all SBE/VSBE subcontractors, vendors, suppliers, and other businesses that will render materials or services under this contract and the associated dollar values. Do not list non-SBE/VSBE firms. Lower tier SBE/VSBE subcontractors and vendors/suppliers rendering materials or services to subcontractors must also be listed to receive participation credit (see example vendor in grey row below).

For a firm to be counted toward meeting the SBE/VSBE goals by the required submittal due date for the solicitation, the subcontractor must be SBE certified by POLB and have an active account on POLB's online vendor database Planet Bids (PB) System: www.polb.com/sbe, or by the State of California's Department of General Services (DGS): www.dgs.ca.gov.

The prime consultant must verify the current eligibility status of each SBE/VSBE, prior to listing the firm(s) in this section. of SBE/VSBE status can be performed in one of two ways:

1. Locate the SBE/VSBE firm in the PlanetBids System and/or;
2. Contact POLB SBE staff at sbeprogram@polb.com and request verification of SBE/VSBE status.

BUSINESS NAME*	EMAIL ADDRESS*	PB OR DGS VENDOR ID NUMBER*	BRIEF DESCRIPTION OF WORK*	APPLICABLE NAICS CODE*	\$ VALUE OF MATERIALS OR SERVICES*
<i>(Associated with PB/DGS Account)</i>					
<i>Example: ABC Plumbing</i>	<i>ABC@plumbing.com</i>	<i>12345</i>	<i>Plumbing Subcontractor</i>	<i>238220</i>	<i>\$100,000</i>
					\$ _____
					\$ _____
					\$ _____
					\$ _____
					\$ _____
					\$ _____
					\$ _____
					\$ _____
					\$ _____
					\$ _____
					\$ _____
Total SBE/VSBE Subcontractor Dollar Value*:					\$ _____

*Attach additional pages if necessary

Section 4 – Declarations

1. I hereby declare that I am authorized to submit this Commitment Plan on behalf of the prime consultant submitting a bid for this solicitation.
2. I acknowledge that for a firm to be counted toward meeting the SBE/VSBE goals, the firm must be SBE certified on the POLB's online vendor database PB System or by the State of California's Department of General Services (DGS) by the required submittal due date for the solicitation.
3. I acknowledge that it is my responsibility to verify the current eligibility status of each SBE/VSBE, prior to listing the firm(s) on the Commitment Plan.
4. I acknowledge that all SBEs/VSBEs must be SBE certified for the materials/services that they will be rendering.
5. I acknowledge that all SBEs/VSBEs must provide materials/services directly applicable to the contract.
6. I acknowledge if a contract is awarded, DGS subcontractors will need to obtain a POLB SBE certification.
7. I acknowledge that POLB SBE staff will verify the SBE/VSBE status of all businesses and calculate the percentage of SBE/VSBE commitment, based on the dollar values listed.
8. I acknowledge that POLB will resolve any certification discrepancy that arises between POLB's SBE/VSBE certification and the DGS SB/Microbusiness certification using current verifiable data. In the case of a discrepancy that remains unresolved, POLB SBE staff shall make the final determination of certification status.
9. I acknowledge that in the case of a discrepancy between the Subcontractor(s) and/or stated dollar Value of the Subcontract, Materials or Services listed on this form and the Subcontractor(s) and/or stated dollar Value of the Subcontract, Materials or Services listed in the Bid Solicitation/Subcontractors list on PlanetBids, Port SBE staff may refer the matter to the responsible Division and/or City Attorney's Office for review.
10. I acknowledge that if a Mandatory SBE/VSBE participation goal is set for a solicitation, failure to demonstrate the intent to meet the combined goal will result in a determination that the bidder is non-responsive.
11. I acknowledge that if an Aspirational SBE/VSBE participation goal is set for a solicitation, failure to demonstrate the intent to meet the combined goal will result in a determination that the bidder is non-responsive, unless a Good Faith Effort (GFE) is demonstrated.
12. I consent for POLB staff to contact me using the contact information listed under Section 2 of this form, should there be a question or clarification regarding an SBE/VSBE subcontractor listed.